

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
HUMAN RESOURCES ASSISTANT – #OC27021
OFFICE OF THE COMMISSIONER – HUMAN RESOURCES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates who are on the current exam list for Human Resources Assistant

Location: 410 Capitol Avenue, Hartford, CT 06134

Job Posting No: OC27021

Schedule: 8:00 a.m. – 4:30 p.m., Monday thru Friday, full time, 40 hours per week

Salary Range: \$55,797.00 - \$72,420.00

Closing Date: September 30, 2015

Eligibility Requirement:

Candidates must have applied for and passed the Human Resources Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties will include: Assist the with recruitment and selection process; Establishing, maintaining and controlling personnel, employees, recruitment relations records, files, correspondence, reports, and organization charts; assist and participate with new employee on-boarding process; generate and complete processing forms for DMHAS, HRIS CORE-CT transactions; Responding to and putting through various queries from managers and employees, and from other agencies or departments; work directly and counsel employees on career mobility, employee benefits, separation, transfer, workforce development; tuition reimbursement and/or retirement policies and procedures; as well as other employment related issues. Assist staff with FMLA process; assist with the performance evaluation process; Coordinating in volunteer and staff training events or programs and recommending resources, as needed utilizes human resources information systems to produce reports, statistical reports, and maintaining statistical information, summarize and analyze data; assist with the CORE Self Services issues; act as a liaison between staff and payroll to resolve payroll issues; employee safety, welfare, wellness, and health reporting; run reports as well as monitor time and attendance; leave of absence monitoring; assist with workers compensation related issues; gather information and compose correspondence; gathers data and requests information for seniority, grievances, workers' comp., recruitment and selection, FMLA, career mobility, tuition reimbursement, transfer, separation, retirement policies and procedures; may lead clerical staff; assist Human Resources Director with special projects; other duties as assigned.

Preferred Requirement: Demonstrated knowledge with Microsoft Office (Word, Excel, PowerPoint, Visio)

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Maria.D.DeJesus@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.